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Station _____

Date Prepared _____

SPACE IS PROVIDED FOLLOWING EACH GROUP OF QUESTIONS FOR ADDITIONAL EXPLANATION. PLEASE REFERENCE QUESTION NUMBER.

SECTION I

General

1. Altitude

| | | | | | | |
|-------------------|--------|------|----------|--------|------|-----|
| 2. Temperature: | Summer | Cool | Moderate | Hot | High | Low |
| <u>Average °s</u> | Winter | Mild | Average | Severe | High | Low |

3. Is there a rainy season? From: To:

4. Is there a dry season? } Inclusive dates From: To:

5. Is there a mildew problem? Extent?

6. Specify ^{animal and insect} pests which may be prevalent in area:

7. What inclement weather conditions or other hazards (such as dust storms, floods, typhoons, etc.) ^{which exist} are prevalent in area?

8. What language or languages are spoken?

9. Give brief description of area, commenting on any unusual local custom or peculiarities which may require adjusting to:

10. Please state below any ^{suggestions} "tips" you may have to offer a traveler to your area:

SECTION II - Customs Regulations and Finance

A. Documentation

1. What documentation should be in possession of employee and dependents arriving PCS?

Proposed item structure for O/S station question - ~~SECRET~~ (For "most report" purposes, *W.C.H.*)

4 Feb. 1955
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2. Arriving TDY?
3. What documentation is issued after arrival?
4. How often renewed?

B. Effects *[Household and Personal]*

1. Who has free entry privileges?
2. Does this include household effects? Automobile?
3. What customs forms are required for entry of automobile when permitted free entry?

When not permitted free entry?

4. How long is free entry permitted after arrival?
5. If additional shipments are not within free entry time limit, what steps or forms must be accomplished?
6. What is the normal length of time for effects to arrive from Port of Embarkation?
7. Are there restrictions on entry of electrical appliances?
Other? Please specify:
8. What percentage of food, canned, etc., is permitted in the initial shipment of household effects?

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9. Are there restrictions on cigarettes, coffee, liquor when entering area?
10. Can pets be taken into area? If so, specify regulations for entry.
11. What suggestions do you have re packing and shipping effects?

C. Finance

1. What is local currency? official rate of exchange?
unofficial?
date
2. What is the amount of local currency that may be brought in?
3. What is the amount of local currency that may be taken out?
4. Is it preferable to purchase American Express checks in U.S.?
5. Are there money-changing facilities at? airport? in town?
 hotels? Saturdays? Sundays? none?
- 5a. What branches of U.S Banks are in the area? (Specify):
6. Can local currency be converted to U.S. Dollars upon final departure from area?
7. Is there a control of U.S. money taken in or out of country?
If so, what is penalty for discrepancy?
8. Indicate any other currency restrictions:

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- 9. How is payment of salary made? U. S. Government check?
 Local currency? Military script? Other (specify):
- 10. Is there a choice of method of payment?
- 11. Can personal (U.S. bank) checks be cashed at finance office?
 Consulate? Local banks? American Express Co.?
 Other? (Specify)
- 12. Is it necessary to wait for clearance by U. S. bank?
- 13. What is charge for cashing such checks?
- 14. Do you consider living at this post more expensive than Washington, D.C.?
 Approximately same?
- 15. Please estimate the average monthly expenses for a single female
 employee (GS-5 thru 7)
 single male employee (GS-7 thru 9)
 married male employee, GS-11 thru 12 (without children)
 GS-11 thru 12 (with 2 children)
 above GS-13 (with 2 children)
- 16. What is the minimum amount of funds a PCS traveler should have in
 his possession upon departure from U. S.?

SECTION III

Housing

A. Temporary Quarters

- 1. Where are the following categories of personnel usually housed upon arrival PCS:

Single Female:

Rental

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Single Male:

Rental Cost

Married Male with Family:

Rental Cost

2. If other than government quarters, describe, giving daily rate?
3. What documentation is required for government quarters?
4. Are single employees assigned to private rooms? Two or more
to a room?
5. If two or more, are all occupants employed by same organization?
6. Are bath arrangements private? shared? public?
7. Is hot water available at all times?
8. Is there a lounge or community room for entertaining?
9. If meals are not available at quarters, how far is it to an approved
meal location?
10. Are hot plates permitted in rooms?
11. Is storage space adequate?
12. Are laundry facilities available?
13. Does above apply to TDY travelers as well?
If not, what are variants?

B. Permanent Quarters (Assigned)

1. Describe in detail, types of Agency-controlled housing, including
numbers of rooms, and monthly rental:

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- 2. Are employees assigned by grade? Size of family?
- 3. What is average waiting period for single person?
For dependent housing?
- 4. Are quarters well constructed? Adequately heated?
Drafty in cold months?

C. Furnishings

- 1. Are household furnishings supplied?
- 2. Does this include rugs? draperies? stoves? If so, what
type?
refrigerators? If so, what type?
washing machine? If so, what type?
lamps?
- 3. Should any of the above be shipped? Specify recommended type:
- 4. If quarters are unfurnished, should furniture be shipped?
- 5. If not, why?
- 6. Can furniture be rented for length of tour?
Approximate cost:
- 7. Can furniture be purchased or made locally?
Expensive?
- 8. If desirable, describe:
- 9. When furnishings are supplied, is it advisable to bring (check
appropriate items):
china linens silverware kitchen utensils

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refrigerator dishes blankets kitchen gadgets
 bedspreads shower curtains radio record player
 records TV set iron ironing board indoor dryer
 light fixtures baby furniture electric light bulbs
 mirrors electric fans house cleaning supplies

10. Are items listed under 9 available locally? If yes, are they more expensive than in U.S.?
11. List any other items which you recommend shipping from U.S.:
12. List any items which you recommend leaving at home:

D. Quarters (Not Assigned)

1. Are unfurnished apartments available? High \$ Low \$
2. Are furnished apartments available? High \$ Low \$
3. Unfurnished houses? High \$ Low \$
4. Furnished houses? High \$ Low \$
5. Are furnished rooms available?
 American plan? Approximate cost:
 European plan? Approximate cost:
6. Where do single girls usually live? Hotel? Pension?
 Share House? Apartment?
7. Are quarters usually adequately furnished?
8. If not, what items are generally lacking? Specify:

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9. Do you believe it preferable to rent furnished quarters?
10. If so, why?
11. Indicate any requirement for advance payment of rent:
12. If "key money" generally required, please explain.

E. Facilities

1. Heating

- a. Are quarters adequately heated? What type of heating is generally used?

Is the heating in apartment houses governed by local law, i.e., specified date for commencement and ending of heat.
- b. If auxiliary heating is necessary, what type is recommended?
- c. Is such equipment available locally? Approximate cost:
- d. Should such equipment be purchased in U. S. for shipment with household effects?
- e. Would it be advisable to wait until quarters are assigned (due to variations in type or amount of heating) before purchasing such equipment?
- f. What is approximate cost of heating residence per month?

2. Electricity

- a. What is local current: volts cycles AC DC
- b. If transformers are necessary, should they be purchased in U.S.?
Available locally? Cost:

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- c. Is radio reception good? Standard wave? Short wave?
 - d. Is TV available?
 - e. Does PX or commissary stock electrical appliances?
 - f. What electrical appliances might be shipped with effects?
3. Telephone
- a. Is telephone service usually included in rent?
 - b. If not, what is local rate per month?
4. Servants
- a. Are servants plentiful? Considered generally reliable?
Usually require constant supervision?
 - b. Do they generally understand English?
 - c. Are they required to have a health certificate? Who issues?
 - d. What is the average monthly wage?
 - e. Is food money paid in addition to wages?
 - f. Do living quarters generally provide for servants?
 - g. Does employer furnish uniforms or shoes? Both?
 - h. Are servants specialized? Perform more than one type
of work?
 - i. How many are usually employed in the average household?
 - j. Describe any unusual personal responsibility employer must
assume toward servant:

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SECTION IV

A. Food and Miscellaneous Supplies

1. Is there a: PX? Ships Store? Regular Commissary?
 Co-op Commissary? If other, specify:
2. What are costs of commissary shares?
3. Do all employees receive PX cards? commissary cards?
4. If purchases are restricted to certain items, please explain:
5. Do these stores generally have a good supply of food and other necessities?
6. Are the following items usually stocked by PX or commissary (check applicable items)
frozen vegetables and fruits fresh vegetables and fruits
fresh meat canned goods baby food liquor
7. How do prices generally compare with U. S. prices?
8. What basic items generally may be purchased on the local market, (specify):
9. What supplies would you advise shipping with effects (check applicable items):
canned meats dry cereals flour sugar paper napkins
paper towels toilet tissue face tissue soap powder
facial soap powdered milk baby food cosmetics
personal hygiene products

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- 10. List other items which you recommend shipping:
- 11. Is it possible to order additional food supplies from the States?
- 12. Is there any arrangement for bulk buying in the States? If yes, specify:

Additional comments:

- 13. Are transportation charges on such shipments high?

Approximate cost:

- 14. Are customs difficulties involved? Describe:

- 15. Is fresh milk available? Pasteurized?

B. Clothing

- 1. Indicate below, clothing which should be brought or shipped from U.S.:

a. Men's

Basic D.C. wardrobe Summer weight suits only

Warm suit (for possible travel) Formal clothing Specify:

White suits Seersucker Good supply underclothing Cotton

Nylon

Rayon

Woolen

Playclothes: Slacks Shorts Sport shirts "Loafers"

Sweaters Tennis shoes

Other items not specified above:

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b. Women's

| | | | | |
|---------------------|------------------------------|------------------|---------------|--------------|
| Basic D.C. wardrobe | Summer weight suits | Heavy suits | | |
| Blouses and skirts | Dressy street dresses | Formals Specify: | | |
| Cocktail dresses | Underclothing: | Cotton | | |
| | | Nylon | | |
| | | Rayon | | |
| | | Woolen | | |
| Playclothes: | Slacks | Shorts | Bathing suits | Rainwear |
| Boots | Good supply low-heeled shoes | Socks | High- | |
| heeled shoes | Sweaters | Stoles | Furs | Evening wrap |
| Fur coat | Jackets | Nylon stockings | | |

Other items not specified above:

c. Children's

| | | | | |
|-----------------------|------------------------|---------------|-------------|--------|
| Basic D.C. wardrobe | Rainwear | Boots | Sunsuits | |
| Winter outfits | Washable clothing only | Blue jeans | | |
| Good supply of shorts | T-shirts | Playclothes | Sun- | |
| dresses | Socks | Night clothes | Diapers | Under- |
| clothing | Rubber panties | Infants wear | Safety pins | |
| Sweaters | | | | |

Other items not specified above:

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2. Can clothing be purchased at PX? local stores?
3. What is your opinion of locally produced clothing: average poor
good poor assortment of sizes styles
4. How do prices compare with U.S.?
5. Are good tailors and dressmakers available?
6. Can good materials be purchased at PX? local stores?
7. What is average cost for making up a man's suit?
woman's suit? dress?
8. Are styles copied from the States?
9. Should patterns be brought? sewing machine? extra needles and belts?
10. Can good shoes (men's - women's - children's) be purchased at PX?
local stores? made to order? approximate cost?
11. Are there dry-cleaning facilities? good fair bad expensive
not available
12. Is there laundry service? good fair bad expensive
not available
13. Is laundress preferable? less expensive?

SECTION V

A. Education

1. What schools are available? (Check applicable items)
public private parochial base school
2. Kindergarten Tuition P.A. 1st thru 8th grade tuition P.A.
High school Tuition P.A. college or university tuition P.A.
3. Is there an American school? If so, name:
4. If no local schools are available, what is location of nearest one?

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5. Are competent private tutors available? Cost:
6. What transportation is utilized going to and from school?
7. Are lunches furnished by school?
8. Do children wear uniforms to school? If so, can they be purchased locally? Cost:
9. What is your opinion of training received contrasted with U.S. schools?
10. If no schools are available, what alternative is utilized?
Correspondence? Galvert system?
11. Are there evening courses available at College or University?

B. Religion

1. List religious denominations of local churches:
2. Is there an American church(s)? Specify denomination(s):
3. Are Sunday schools available? Denomination(s):
4. Can churches and Sunday schools be reached by public transportation?
5. If Country has basic religion, please specify:

Denomination:

C. Social-Recreation

1. Is there occasion to "dress" often?
2. What types of parties are usually held?
Cocktail Office Dinner Dancing Bridge Other(Specify):

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3. Are official functions usually mandatory? Are clerical employees invited?
4. Are there easily accessible movie theaters (English sound English sub-titles current air conditioned) operas concerts
5. List other spectator activities which may be available:
6. Is sports equipment provided locally? Free of charge? Specify:
7. What sports equipment should be brought? Purchased locally?
8. Are there playgrounds and parks for children?
9. Can toys be purchased locally? Expensive?
10. Are there near-by beaches? Good? Not recommended?
Swimming pools?
11. What means of transportation is used?
12. List clubs and facilities open to single employees (include initial fee and dues).
13. List clubs and facilities available to married employees (including initial fee and dues). Is there an additional charge for wives?
14. Are there any local groups to which American wives may belong?
If so, state type:

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15. Are library facilities available? U. S. Military
State Department Public
Are books current? English language?
16. Can current American magazines be purchased on the local market?
PX? Do you recommend subscription from U.S.?
17. Specify any other recreational activities not mentioned above.
18. Is speaking knowledge of the local language necessary for social contacts?
19. Are there social groups connected with local churches to which Americans may belong?
If so, specify type:
20. Approximately how large is the American colony?
British? English speaking?
21. Do Americans usually mingle socially with local population?

D. Medical (Health and Sanitation)

1. Is there a dispensary available? Charge per visit:
2. Is it staffed by: doctor technician trained nurse
other (specify)
3. Can dependents use dispensary?
4. Is there an Army/Navy hospital in the area?
Considered well-equipped?
5. Are they able to handle serious cases?
Are they able to handle maternity cases?

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6. If not, where would patient usually be sent? Daily charge:
7. Are dependents admitted to hospital?
8. Do local doctors appear to be well-trained? Expensive?
9. Are American doctor(s) available?
10. Are there private hospitals in area? Local government?
11. Are they considered equipped to handle serious cases?
12. Can medicines be purchased locally? Expensive?
13. Is there a dentist available to employees? Dependents?
14. Considered well-trained?
15. Is there an American dentist available?
16. How long is waiting period for appointments? Is work satisfactory?
17. Specify any medical supplies, such as vitamins, which should be brought:
18. What is your opinion of sanitation and health controls in the area?
19. Please indicate locally prevalent diseases, and any unusual health risks or precautions:
20. What special precautions are necessary with:
 - water
 - milk
 - meats
 - vegetables
 - fruit

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SECTION VI

A. Transportation

1. Is public transportation adequate?
busses street cars subway taxi other
2. Are trains: good average poor expensive
3. Are there adequate train connections with points of interest?
4. Are air connections to and from area good?
5. What airlines service area?
6. What are road conditions? good average poor
7. Is personal vehicle desirable? Specify type:
8. Should American cars be brought? What is recommended type?
9. Is certification of operational necessity required?
10. Are spare parts and repair facilities for popular American makes readily available?
11. Would you advise buying a non-American make car? why?
12. Is special automotive equipment desirable? If so, specify:
13. What is local market price of gas? good gas? anti-freeze?
motor oil?
14. Can gas be purchased through: Army? Navy? State Department?
Other (Specify)?

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15. What documents, insurance, bonds, etc., are required to drive car from seaport to station?
16. What are local requirements (international license, registration, etc.)?

Cost:

B. Mail and Communications

1. Method of official mail delivery: APO State Pouch
FPO Other
2. Time involved in delivery from U.S. *[No. of days]*:
Letters - air regular
Packages - air regular
3. Are incoming outgoing mails censored?
officially unofficially
4. Is it preferable to send mail through pouch or APO?
5. What are restrictions for packages, using pouch?
APO?
FPO?
6. Are magazines and periodicals held up by local P.O.?
Packages opened?
7. What mail (customs) restrictions are there for other than APO or Pouch mail?
8. If mail is not picked up daily, how often is it picked up?
9. Is telephone service to U.S. available? Cost per 3 min.

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10. Commercial cable facilities? Cost per word:

C. General Working Conditions

1. Is office conveniently located?
2. Is public transportation available?
3. Is government transportation furnished?
4. Personal transportation necessary?
5. What are the regular office hours? Winter: Summer:
6. Is office air-conditioned?
7. Is periodic night duty required? If so, for whom?
8. What is the lunch period?
9. Are lunch facilities available in or near office building?
10. On what floor is office located?
11. Is office located near shopping center?
12. List names and dates of holidays (other than U.S.) observed by office:

Include with report:

1. Pictures and maps - booklets and other literature of interest to assignee.
2. Advice to employee considering his cover such as:
 - (a) [REDACTED]
 - (b) Hints for traveler (dress - customs - tipping - etc.)
 - (c) Types of personality and temperament best suited for your area.
 - (d) Local cover and security regulations which should be stressed.

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